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Job details

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Participates as a member of the administrative staff at the mental health care setting to formulate policies and procedures, design training programs for the staff, and perform research or special projects to study the mental health program for modification or enhancement.

Provides technical orientation and in-service training in psychological principles related to crisis intervention, traditional counseling practices, and techniques of behavioral modification.

Assigns cases and work projects to treatment staff, taking into consideration staff capabilities and the nature of clients' mental health status.

Evaluates and screens client referrals and walk-ins by interviewing client to obtain family social, medical, work and mental health treatment history and making an assessment of the clients' mental and physical stability, memory, and emotional state.

Establishes a Client Care Coordination Plan designed to address the client's mental or emotional problem, which may include individual, group, or family counseling; referral to a psychiatrist, psychologist, vocational rehabilitation counselor, or

social worker; referral to a psychiatrist or nurse practitioner for medication; or referral to another agency.

Per doctor's order, administers psychotropic medication; monitors drug effectiveness and side effects; and provides drug education to clients and clients' families.

Provides mental health consultation services to community agencies to advise on the utilization of mental health principles in connection with the treatment of mental health problems dealt with by the agency.

Participates in continuing education and training to maintain mental health nursing and administrative and supervisory skills.

Requirements

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1*: Three (3) years of experience as a Mental Health Counselor, R. N. in the service of Los Angeles County.

-OR-

Option 2:** A Bachelor's degree*** in nursing from an accredited college or university with specialty coursework in psychiatric nursing **-AND-** five (5) years experience of full-time paid post-Bachelor degree in nursing as a registered nurse performing psychiatric nursing duties in a mental health clinic or facility.

-OR-

Option 3:** A Master's degree*** in psychiatric nursing **-AND-** and four (4) years experience of full-time paid post-Master degree in nursing as a registered nurse performing psychiatric nursing duties in a mental health clinic or facility.

LICENSE**:**

Possession of a current, active, valid, and unrestricted permanent Registered Nurse license issued by the State of California Board of Registered Nursing.

Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

Registered Nurse license issued by the State of California Board of Registered Nursing

License information in the online application must show type of license, license number, original date of issue, and expiration date.

Desirable Qualifications

Professional training in nursing leadership or management. A copy of proof of completion must be submitted in order to receive credit.

Special Requirement Information

Experience as a team leader in a mental health care environment.

***Option I -** Applicants must have County status in the class as evidenced by holding or having held the Mental Health Counselor, RN payroll title for the required number of time or more. **NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.**

****OPTION II and Option III-** A copy of official diploma or official transcripts showing the required degree and field of specialty must be submitted at the time of filing. For Option II, official transcripts must show completion of the required psychiatric nursing coursework with the corresponding unit credits.

*****Degree(s) and/or Official Transcripts** must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts that do not show the specialty must provide a written statement from their university or college Registrar's Office on university letterhead indicating the education specialty on the university/college's letterhead. Unofficial transcripts will not be accepted.

********A copy of current, active, valid, and unrestricted permanent Registered Nurse license issued by the State of California Board of Registered Nursing must be submitted at the time of filing.

NOTE: ALL REQUIRED COPIES OF DEGREE, OFFICIAL TRANSCRIPT, WRITTEN STATEMENT FROM THE SCHOOL REGISTRAR'S OFFICE, CERTIFICATES, AND/OR REQUIRED LICENSE MUST BE SUBMITTED AT TIME OF FILING OR BY 5:00 PM, PST, ON THE LAST DAY OF FILING.

Accreditation Information

Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of two parts.

Part I - A qualifying written test covering medication calculation. A passing score must be achieved in order to proceed to Part II of the examination. **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

A study guide for the Medication Calculation Examination to help candidates prepare for the written test is available at the following:

http://file.lacounty.gov/dhr/ehr/cms1_196245.pdf

Part II - An evaluation of education/training and experience based on information provided on official County job application AND Supplemental Application weighted 100%. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.**

Special Information

Appointees may be required to work any shift, including evenings, nights, holidays, or weekends.

	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Available Shift	Any
Application and Filing Information	ONLINE FILING ONLY Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Application in order to be considered for this examination. Paper applications and/or resumes will not be accepted in lieu of online applications. Applicants must submit their application and Supplemental Application along with the required documents by 5:00 pm, Pacific Standard Time(PST), on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, click on the link above or below this bulletin which say **Apply to Job** .

Click on the link below for the Supplemental Application.

http://file.lacounty.gov/dhr/ehr/cms1_196292.doc

Clear and legible copies of the required documents (e.g. Supplemental Application, Diploma, Official Transcripts, Certificates, License, etc.) must be uploaded as attachments at the time of application submission -or- faxed to (213) 637-5892 by 5 pm on the last day of filing. Faxed documents must include your Name, Exam Number and Exam Title. Applications and/or any documents received after 5 pm on the last day of filing will not be accepted.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application **MUST** show complete license/certificate, education, and work experience information.

Certificate/License Information: Please make sure to fill out the Certification/License Section of your application. Be sure to give the title of your license and certificate (if any), their numbers, dates of issue, dates of expiration and the names of the issuing agencies or institutions. Applicants **MUST** attach a legible photocopy of the required license and certificate, if any, to the application at the time of filing or by fax before 5 pm on the last day of filing.

Education/training information must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned.

Copies of official diploma and transcript must be submitted at the time of filing or by 5 pm on the last day of filing.

Work experience must include employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, month, day and year of employment, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and **detailed description** of job duties relative to the required experience stated in the Selection Requirements. If range of hours is provided, experience will be prorated based on the lowest number of hours per week.

Copies of all required documents, such as; completed Supplemental Application, official transcripts, license, certificates, must be submitted at the time of application submission or by 5pm on the last day of filing.

Applications submitted with missing information and/or without the required documents will be rejected.

Applications may be rejected at any stage during the selection process.

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Gloria Lucio

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**California Relay
Services Phone** (800) 735-2922

Job Field Nursing

Job Type Professional

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